

	APOLLO HOSPITALS,SECUNDERABAD	HRM- 09
		Issue: C
	POLICY ON EMPLOYEE HEALTH AND SAFETY	Date: 06-01-2017
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PREPARED BY: V.P-HR		APPROVED BY: Chief Executive Officer

1.0 Purpose:

- 1.1 The purpose of this Policy is to set guidelines that aid in ensuring employee health and safety.
- 1.2 Maintain a system for health assessment
- 1.3 Facilitate disease detection and treatment
- 1.4 Follow up on exposure to communicable diseases
- 1.5 Create a healthy environment for staff and thereby to patients handled by them

2.0 Scope:

This policy is applicable to all employees of Apollo Hospitals, Secunderabad at risk of exposure to infectious diseases (permanent, temporary, probationary, on contract, volunteers)

3.0 Responsibility

Human Resources Department and Dy.M.S are responsible for the implementation and compliance.

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3.0 Policy:

VACCINATION

Hepatitis B Vaccine

All employees who are working in patient contact area shall be compulsorily vaccinated for Hepatitis B with Energix B vaccine.

- β The entire course of the vaccine shall comprise of 3 doses.
- β The 2nd dose shall be administered after one month on taking the 1st dose and the 3rd dose shall be administered after six months of taking the 2nd dose. Booster dose shall be administered after a period of 5 years.
- β The vaccination shall be administered by the Resident Medical Officer.
- β The vaccination certificate shall be filed in the personal file of the employee.
- β Employees who have already taken the three doses of vaccines shall be tested for anti – HB titers.

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- β Employees having anti – HBs levels of 100mIU/ml and above are considered to reflect adequate response to vaccine and to confer protective immunity. Employees having anti – HBs levels of 10mIU/ml 100mIU/ml have to be given a booster dose and employees having <10 mIU/ml have to be revaccinated.

Typhoid Vaccine

for all F & B staff once in three years .

Tetanus: Given for all Engineering staff.

Recommended for all staff every 10 years after initial childhood schedule. All staff with occupational injuries are evaluated for Tetanus injection.


HEALTH AND MEDICAL SCREENING

Food & Beverages

Stool routine examination done once in a year and deworming done based on the lab reports.

Eye check up for all cooks above 40 years once in a year

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MICROBIOLOGY

Monitoring the health of employees, working with dangerous pathogens, such as Mycobacterium tuberculosis

- 1) A pre-employment health check, including a chest X-ray is done.
- 2) Yearly check-up done based on the clinical symptoms, relevant investigations are advised and further follow up done.
- 3) A detailed evaluation is done for employees who are symptomatic, and show radiological evidence of disease.

Radiology Staff

- ▶ Monitoring the health of Radiation workers once in a year by conducting investigations like Urine routine, Hb, Total count, Blood grouping, HIV screening, Blood sugar, VDRL, Chest X – ray/ PA view & ECG, followed by Physical examination by the Resident Medical Officer/Casualty Medical Officer.
- ▶ Female employees working in Radiation area, during pregnancy shall be transferred to other areas/department where there is no exposure to radiation.

Exposure Incidents

In the event of needle stick injuries, splashing of blood and body fluids over skin and mucous membranes, after the initial first aid all staff are encouraged to report the incident for risk assessment. Counseling and baseline serological tests is followed by

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early initiation of antiretroviral agents if indicated. Based on Hepatitis B antibody titres, immunization with Immuno Globulin is also considered.

All staff are encouraged to strictly adhere to universal precautions. Hand hygiene is advised before and after handling patients / laboratory samples / linen, etc. Use of protective equipment when indicated is mandated.

For injuries occurred, falls while on duty, including exposures to hazardous materials, electrical burns, shocks, etc., treatment is given appropriately. Employee incident reports are periodically reviewed in the safety committee meetings and actions initiated appropriately.

Sickness reporting:

Any illness is to be reported to the casualty medical officer or Consultant Physician after obtaining permission from their respective supervisors. Treatment is given accordingly. Whenever appropriate investigations are advised and follow up and references to other specialities are carried out if necessary.

As part of Health & Safety education all employees are made aware of Occupational Hazards.

Refer Annexure – Occupational Hazards for Health Care Workers

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